

January 28, 2018

**Sunshine Law:** This meeting is being held in conformance with the New Jersey Open Public Meeting Act, otherwise known as the "Sunshine Law". It has been legally noticed in accordance with the law and copies have been given to those requesting the same.

- I. CALL TO ORDER
- II. ACTION ON PREVIOUS MINUTES  
ACTION ON EXECUTIVE MINUTES
- III. COMMUNICATIONS
- IV. BILLS-None
- V. TREASURER'S REPORT- attached
- VI. ATTORNEY'S REPORT
- VII. PRD'S REPORT-attached
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
- X. ADJOURNMENT

CAUCUS MEETING: 6:30  
Meeting- immediately following caucus meeting

GLOUCESTER CITY HOUSING AUTHORITY

Minutes for the November 26, 2018

CALLED TO ORDER AT: Charles Pacifico, Chairman

ROLL CALL:

	<u>PRESENT</u>	<u>ABSENT</u>
PACIFICO	X	
KORMANN	X	
MCSWEENEY	X	
DOUGHERTY	X	
MICHEL	X	
HAGAN		X- Excused
KAIN	X	

OTHERS PRESENT: C. Wigginton, C Rowell, S. McElhatton, K. McGrath, S. Zaouali

ACTION ON PREVIOUS MINUTES

Motion to accept previous minutes: R. Michel and seconded by P. Kormann. All those in favor, say aye.

Roll Call: Pacifico,-yes Kormann,-yes, McSweeney,-yes, Michel,-yes Kain-yes, Dougherty,-yes

Motion passed

ACTION ON EXECUTIVE MINUTES:

Motion to accept previous executive minutes: R. Michel and seconded by P. Kormann. All those in favor, say aye.

Roll Call: Pacifico,-yes, McSweeney,-yes Kormann,-yes, Dougherty,-yes, Michel,-yes, Kain,-yes, Motion passed

COMMUNICATIONS: None

BILLS- None

TREASURER'S REPORT

Motion to accept Treasurers Report, M.McSweeney and seconded by R. Michel. All those in favor say aye. Roll Call: - Pacifico,-yes, M. McSweeney,-yes, Kormann,-yes, Dougherty,-yes, Michel,-yes, Kain,-yes Motion passed

**ATTORNEY'S REPORT**

Rad conversion - pending  
Received Certificate of Insurance for Riverwalk & Fire Antenna  
Hud Resident Commissioner  
PRD Termination of Scott Schaffer

Motion to accept previous executive minutes: C. Kain and seconded by R. Michel. All those in favor, say aye.  
Roll Call: Pacifico,-yes, McSweeney, Kormann,-yes, Dougherty-yes, Michel-yes, Kain,-yes, Motion passed

**PRD REPORT**

Motion to accept PRD's report, C.Kain and seconded by R. Michel. All those in favor say aye, Roll Call: Pacifico,- yes, Korman,-yes, McSweeny,-yes, Michel,-yes, Kain,-yes, Dougherty -yes, Motion passed.

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**OLD BUSINESS**

Rad application in process  
DEP Environmental- Phase 2 of the Rad conversion.  
Continued discussion safety and security for residents & staff.  
Discussed possibility of hiring a security guard and/or security detection on exterior entrance doors.

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**NEW BUSINESS**

Continued discussion on safety and security for residents & staff. Meeting with ESS Security Company to discuss security options with the exterior entrance doors. Discussed possibility of hiring a security guard and/or security detection on exterior entrance doors.

Karin McGrath-Dunn and Skandar Zaouali of PRD Management discussed termination of Scott Schaffer with commissioners.

Adopted Resolution 18-12-90 for Bank of America to TD Bank for security deposits.

Motion to accept TD Bank for security deposits , R. Michel and seconded by C.Kain. All those in favor say aye, Roll Call: Pacifico,- yes, Korman,-yes, McSweeny,-yes, Michel,-yes, Kain,- yes, Dougherty -yes, Motion passed.

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**Adjournment**

Motion to adjourn, R. Michel and seconded by M. McSweeney.  
All those in favor say aye, answered unanimously. Motion passed

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**Meeting immediately following caucus meeting.**



## **Gloucester Towne's Management Report**

**Meeting Date : January 28, 2019**

**Prepared by: Carole Rowell**

### **I. Financial Update**

1. Monthly financial statements were sent to board members Pat Hagan and Charles Kain separately.
2. Gloucester Towne continues to receive subsidy during the government shut down.
3. Recent RAD conversion phase II has been completed. HUD will be assigning a HUD team member to handle the phase III (final stage) of the RAD conversion. As of 12/17/2018, GCHA has not been notified of the HUD phase III RAD specialist. This final phase is expected to be completed by 3/31/2019. HUD is requesting an updated Property Condition Assessments as the current provided is over 2 years old. PRD engaged Dominion for the PCA. Report received, reviewed and in process to be finalized before being submitted to HUD.
4. PSE&G Energy Saving Program: Gloucester Towne has been qualified/approved to participate in the program. Gloucester Towne will receive approximately \$81,558.55 in energy efficient electrical fixtures (LED). Thirty percent (30%) of the cost for GCHA will be paid back at zero percent interest or \$679.65 per month. The projected energy costs savings are \$1035 per month. This will produce an approximate \$355 monthly NET savings.

Update: The Tri-State Energy team were out on 1/14 to inspect the current rooftop units. We are currently awaiting further information on the target date for replacement.

**II. Occupancy Updates – Building is Fully Occupied.**

<b>Overview of Vacancies</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019*</b>
Turnovers	16	10	12	01
# of Applicants on Waiting List	182	224	131	141
Local Preference Residents <i>Gloucester Towne/scattered sites</i>	3/8	9/14	7/12	9/7

**(\*) As of date of report**

**III. Physical/Maintenance Updates**

**1. Regular Building Activities**

- a. As of 01/21/19, the anticipated 2018 HUD REAC inspection has not yet been scheduled.
- b. Bed Bugs Inspection: Last dog sweep conducted at Gloucester Towne and the scattered site houses was on 4/23/2018. Bed bugs were detected in 1 apartment and 2 houses. Both were treated and cleared as of 5/25/2018. After six months there has been no indication of bed bugs in either of these two units. Next inspection will be schedule for April.
- c. Mayor William James passed away on January 21st. GCHA sent a fruit basket to his family home.

**2. Building Upgrades & Related Costs Within Last 12 months**

<b>Item</b>	<b>Date</b>	<b>Cost</b>
Carpet Turnover - Apt. 502	12/12/2017	\$695.00
PTAC Unit- HVAC	1/03/2018	\$930.00
Replace & Install Exterior Storage Door	5/01/2018	\$835.00
Resident Mailbox Repaint	4/26/2018	\$950.00
Carpet Turnover - Apt. 317	7/20/2018	\$695.00

Carpet Turnover - Apt. 508	7/20/2018	\$695.00
Hallway painting (2)	6/12/2018	\$2,350 per hall
Carpet- Turnover - 33 S. Burlington Street	6/12/2018	\$1,890.00
Carpet- Turnover - Apt. 512	9/01/2018	\$695.00
Valcourt Window Washing	9/24/2018	\$1,650.00
Security Equipment and Software for Carole & Bob's Computers	10/01/2018	\$1,087.00
Carpet Turnover - Apt 402	11/16/2018	\$695.00
Carpet Turnover - Apt 412	12/6/2018	\$695.00
322 Powell - Brick Spalling	11/15/2018	820.00

**3. Items Out to Bid/Contracts Awarded**

Item	Date	Cost
No Items Out To Bid		

**IV. Resident Life & Activities Update**

List of recent and upcoming activities planned for Residents with attendance and cost info.

<b>Activity</b>	<b>Number Attended</b>	<b>Date</b>	<b>Cost</b>
Wii Bowling	10	Mon nights	\$1.00
Tenant Assn Meeting	25	01/08/2018	Assn.
Bingo	20	Wed nights	\$3.00
Cards & Games	10	Thurs nights	Assn.
New Tenant Welcome Meeting	9	01/21/2019	Free
Casino Trip	10	01/23/2019	Assn.
Crafts	5	Tues nights	\$5.00

Move-out  
Apt 219 Joyce Mayers, 12/18/18

Move-in  
Apt 219 Frank Griffith 1/11/19 (GC resident)